

**CALIFORNIA STATE UNIVERSITY CHANNEL ISLANDS
Student Assistant Separation/Clearance Form**

A	COMPLETED BY DEPARTMENT OFFICE	
	The department designee is responsible for ensuring that the Separation/Clearance process is properly completed for each separating employee. After completion, this form must be received by Human Resources at least 7 business days prior to separation.	

Department/Program Name:		Prepared by:	<input type="checkbox"/> Separation Chairs Email Sent
Student Employee's Name:		CSU Channel Islands ID #:	
Last Day Physically Worked:	Original End Date (from req):	Class Code(s):	
Employee Status:		Separation Type (All must include Final Time Sheet or hours entered & approved in TLSS):	
<input type="checkbox"/> Student Assistant <input type="checkbox"/> FWS Student Assistant <input type="checkbox"/> Bridge Student <input type="checkbox"/> Instructional Student Assistant		<input type="checkbox"/> End of Temporary Assignment <input type="checkbox"/> Resignation Must include resignation letter or email <input type="checkbox"/> Involuntary Termination Must include supporting documentation <input type="checkbox"/> Moved from Student Assistant to Staff Position <input type="checkbox"/> Graduated	

B	DEPARTMENT CERTIFICATION AND APPROVAL
Signature must be on file in Human Resources through a Signature Authority Delegation form.	

Department AVP, Director, Chair or Designee Signature:	Print Name:	Date:
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C	TO BE COMPLETED BY EMPLOYEE	<input type="checkbox"/> Employee Unavailable to complete this form.
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MAILING ADDRESS – This will change or confirm your Employment Record in Human Resource and Payroll. Your Wage and Tax Statement (Form W-2) will be mailed to the address provided below.

<i>Number, Street, Apt, No.</i>	<i>City</i>	<i>State</i>	<i>Zip Code</i>
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Employee Signature:	Date:
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D	EMPLOYEE REQUIRED CLEARANCES
Department is responsible for obtaining necessary clearances from the campus Separation Chairs and submitting them to Human Resources within 5 business days after the employee's last day worked. Clearances should be sent in one email which includes information received from separation chairs along with clearance dates.	

Required Clearances:	Date Cleared:
University Keys/Key Cards/Keyless Entry/Locks Returned: <input type="checkbox"/> Returned <input type="checkbox"/> Lost	
Payroll	
Accounts Receivable	
IT Related (email and group shares access)	
PeopleSoft Access	
Pharos:	

E	HUMAN RESOURCES
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Human Resources Authorization: I verify that clearances are complete for the aforementioned employee.	Date:
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